

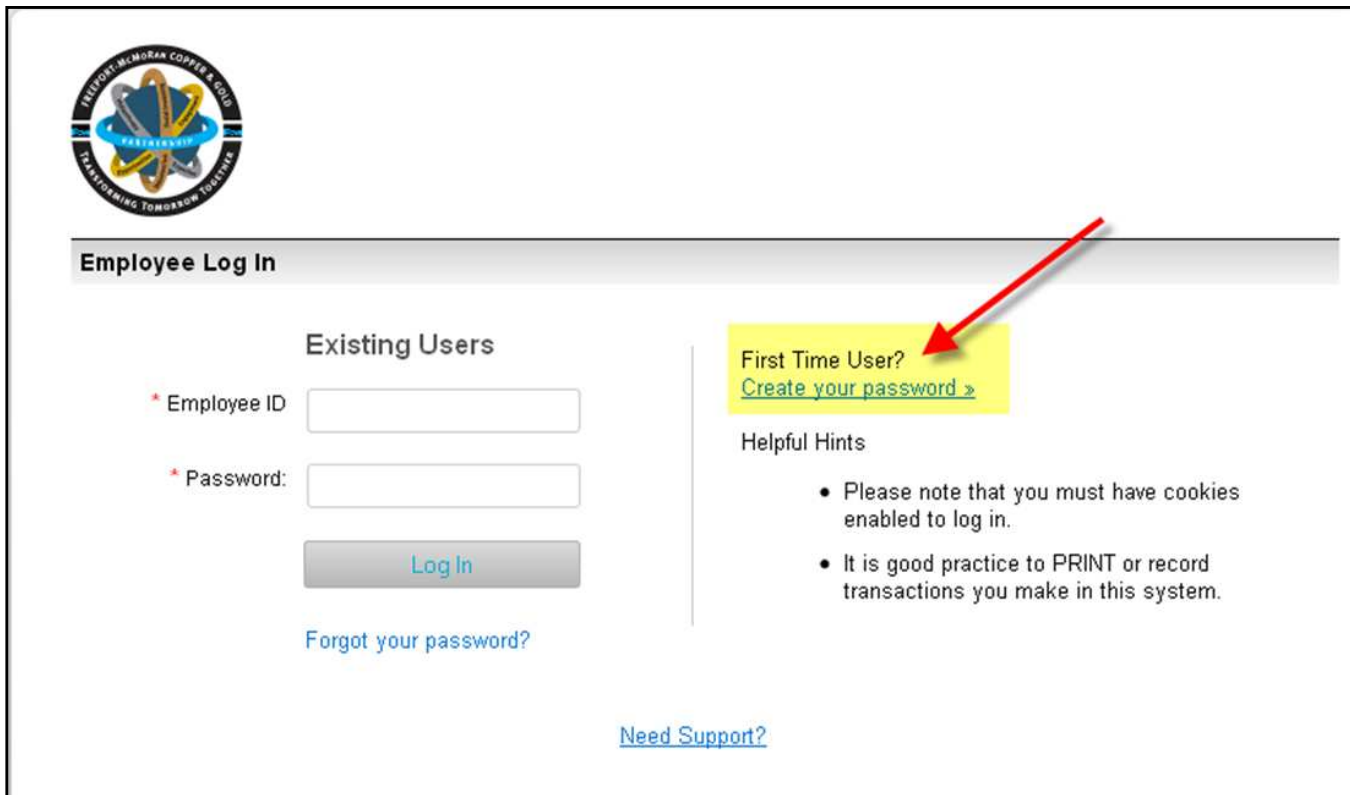


***How to Submit an  
Employee Volunteer  
Fund Application***

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# First Time Users

First time users of the online grant system will need to select "Create your password" to register as a first time user.



The screenshot shows the 'Employee Log In' interface. At the top left is the company logo. Below it, the text 'Employee Log In' is displayed. The main content area is divided into two sections. On the left, under the heading 'Existing Users', there are two input fields: '\* Employee ID' and '\* Password:'. Below these fields is a 'Log In' button and a link for 'Forgot your password?'. On the right, under the heading 'First Time User?', there is a link 'Create your password >' highlighted in yellow, with a red arrow pointing to it. Below this is a 'Helpful Hints' section containing two bullet points: 'Please note that you must have cookies enabled to log in.' and 'It is good practice to PRINT or record transactions you make in this system.' At the bottom center, there is a link 'Need Support?'.

# Registration

Enter the required information and select "Save" once completed.

**Registration Information**

\* indicates required field

Please fill out the required information

\* First Initial:

\* Last Name:

\* Employee ID:

\* Password: The password must be between 6 and 16 characters long and consist of letters, numbers or any of the following special characters: '@!#\$%&\_'. The password "password" is not valid.

\* Confirm Password:

\* E-mail Address:

[Need Support?](#)

# Returning Users

Returning users will enter their employee id and the password that was established at registration. If you forgot your password, select "Forgot your password?" to receive an email with a temporary password. This email could take up to 24 hours to be generated.

### Employee Log In

#### Existing Users

→ \* Employee ID

→ \* Password:

[Log In](#)

[Forgot your password?](#)

#### First Time User?

[Create your password »](#)

#### Helpful Hints

- Please note that you must have cookies enabled to log in.
- It is good practice to PRINT or record transactions you make in this system.

[Need Support?](#)

# Acceptance Terms

Carefully read the acceptance terms and select "I accept" if you agree to the terms.

## FREEPORT-MCMORAN COPPER & GOLD FOUNDATION EMPLOYEE GIVING PROGRAMS

Before applying for one of the Freeport-McMoRan Copper & Gold Foundation Employee Giving Programs, please consider the following:

- Matching funds must be used for a charitable purpose. No personal material benefit may be derived by the employee (or a family member) as a result of the cash / grant award to an organization.
- All permanent, full-time or part-time employees, full-time consultants employed by Freeport-McMoRan Copper & Gold (FCX), including any division, subsidiary or affiliate of the Company and Members of the Corporate Board of Directors are eligible for FCX Employee Giving Programs. Contractors and retirees are not eligible.
- The recipient institution/organization must be tax exempt.
- If the designee for the organization is a Freeport-McMoRan Copper & Gold employee, another member of the management team or Board of Directors (preferably the Treasurer) needs to approve the matching gift or volunteer hours. The employee submitting the request may not verify the gift or volunteer hours

I ACCEPT

I DO NOT ACCEPT

# *Edit Profile/Change Password*

To edit your profile, select "Edit Profile" located at the top of the page. You will be able to update your email address as well as change your password.

Welcome, Erika Smith!

[Edit Profile](#) | [Logout](#)

### Account Information

\* indicates required field

\* First Name

\* Last Name

\* Home E-mail Address Enter the email address where you would like all correspondence regarding your Freeport-McMoRan Copper & Gold Foundation Employee Giving transactions to be sent.

Password: [Change Password](#)



# Employee Volunteer Fund

To register an Employee Volunteer Fund application, select "Get Started" under Employee Volunteer Fund.

The screenshot displays a website interface with a navigation menu on the left containing four items: TRANSFORM TOMORROW, EMPLOYEE ENGAGEMENT, HIGH-GRADE HELPERS, and MATCHING GIFTS. The MATCHING GIFTS item is highlighted in blue. The main content area features a large image of a woman working at a computer, with the title "Matching Gifts Program" and a brief description. Below this, a list of statistics is provided. At the bottom, three columns describe the Matching Gifts Program, Employee Volunteer Fund, and Volunteer Time Off, each with a "Get Started" button. A red arrow points to the "Get Started" button in the Employee Volunteer Fund column.

## Matching Gifts Program

The Matching Gifts Program is designed to encourage a spirit of giving within the Freeport-McMoRan workplace. In 2011...

- A total \$1.6 million of was raised in matching funds through this program
- Approximately 600 employees had their gifts matched
- Employees that participated in the program donated more than \$1.5 million to community organizations of their choice

### Matching Gifts Program

The Freeport-McMoRan Copper & Gold Foundation Matching Gifts Program is designed to encourage employees to support their communities through charitable giving to eligible organizations including educational institutions / schools, social service organizations, hospitals, environmental organizations, cultural institutions and community funds.

[Get Started](#)

### Employee Volunteer Fund

The Freeport-McMoRan Copper & Gold Foundation applauds employees for the time they spend volunteering in their communities and recognizes the value of active involvement. The Employee Volunteer Fund program contributes to nonprofit organizations where Freeport-McMoRan employees volunteer. When an employee volunteers for at least 25 hours a year with an organization, the organization is eligible to earn either a \$250 or \$500 grant.

[Get Started](#)

### Volunteer Time Off

The Freeport-McMoRan Copper & Gold Volunteer Time Off program supports employees' community interests by providing one paid day off (eight hours) per calendar year for Phoenix employees to volunteer for an eligible nonprofit organization of their choice.

[Get Started](#)

# Employee Volunteer Fund Guidelines

Please read and accept the terms and conditions of the Employee Volunteer Fund Guidelines by selecting "I accept" at the bottom of the page. Gifts that are submitted that do not meet the established guidelines will be rejected.

## Employee Volunteer Fund Guidelines

### CONGRATULATIONS

The Freeport-McMoRan Copper & Gold Foundation applauds employees for the time they spend volunteering in their communities and recognizes the value of active involvement. The Employee Volunteer Fund program contributes to nonprofit organizations where Freeport-McMoRan employees volunteer. When an employee volunteers for at least 25 hours a year with an organization, the organization is eligible to earn either a \$250 or \$500 grant.

### ELIGIBLE PARTICIPANTS

All permanent, full-time or part-time employees, full-time consultants employed by Freeport-McMoRan Copper & Gold (FCX), including any division, subsidiary or affiliate of the company and members of the Corporate Board of Directors are eligible for FCX Employee Giving Programs. Contractors and retirees are not eligible.

### ELIGIBLE ORGANIZATIONS / PROGRAMS

The eligible organizations include:

- Any nonprofit, charitable, civic, health, social welfare, educational, cultural or community organization or project that provides a public service — and for which you volunteer — is eligible.
- Government-related organizations that provide a public service (such as schools.)
- Ongoing or independently run programs affiliated with religious organizations. (The contribution must be designated to a non-sectarian project that provides needed social services to the community at large on a nondiscriminatory basis. For example, a soup kitchen or homeless shelter run by a church.)
- Organizations must have tax-exempt status as defined in Section 501(c)(3) or 509(a)(1, 2 or 3) of the U.S. Internal Revenue Code, or be an instrumentality of a state or local government (as defined by Section 170(c)1 of the Internal Revenue Code which generally covers educational institutions). NOTE: Organizations outside the U.S. must provide documentation that they are the "equivalent" of a not-for-profit organization that exists for the sole purpose of providing a public service.



# Searching for an Organization

1. Search for the organization that you made a donation to by entering the organization's name into the keyword search and select the state **or** search by the organization's tax id or school/district id.

**OR**

2. For an organization that you have previously submitted a request, select the organization from the "My Organizations" section and select "Create Application" (this box appears once you have submitted an online request).

There are two ways that you can submit a matching gift request:

1. Search for the organization using the keyword search and selecting a state, or you can search by Organization Tax ID or School/District ID.
2. For an organization that you have previously submitted a request for, select the organization from your "My Organizations" box, and click the "Create Application" button (Please note: this box appears once you have submitted an online request).

**Step 1: Search for Your Organization to Get Started #1**

To request a matching gift search for the organization you donated to by entering key words of the organization's name and the state (both fields are required). If you cannot find a school by searching Keywords, search using the Tax ID or [School ID \(NCES number\)](#).

Organization Name:

State:

Organization Tax ID or School/District ID:

**Select from My Organizations #2**

Organization's appearing in this box are organization's who you have given to in the past. To select an organization from "My Organizations", click the radio button next to the name of the organization then click "Create Application".

Select	Organization	Remove
<input type="radio"/>	CYBERGRANTS TEST ORGANIZATION (NORTH ANDOVER, MA)	<input type="button" value="X"/>
<input type="radio"/>	FELINE FRIENDS RESCUE ADOPTION LEAGUE (SALEM, NH)	<input type="button" value="X"/>

**Matching Gift Donor Balance**

**Matching Gifts Program**

Number of Transaction(s): 3

Total Match Amount: \$2,200

Balance: \$17,800

Balance = Remaining dollar amount on your \$20,000 balance

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**Specials Appeals Donor Balance**

**Special Appeals**

Number of Transaction(s): 0

Total Match Amount: \$0

Balance: \$20,000

Balance = Remaining dollar amount on your \$20,000 balance

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**Matching Gifts Giving History**

Transactions you have registered will appear in this box. To view a transaction detail, click on the hyperlink in the description column.

Action	Organization	Description	Status
<a href="#">Create New</a>	CYBERGRANTS TEST ORGANIZATION	<a href="#">\$100.00 on 09/04/2012</a>	Pending Organization Confirmation
<a href="#">Create New</a>	CYBERGRANTS TEST ORGANIZATION	<a href="#">\$100.00 on 09/04/2012</a>	Pending Organization Confirmation
<a href="#">Create New</a>	CYBERGRANTS TEST ORGANIZATION	<a href="#">\$1,500.00 on 08/30/2012</a>	Pending Organization Confirmation

# Selecting the Organization

To select an organization, click the "Select" link in the action column. Carefully review the organization's address information.

**Note:** If the address is not correct or you do not see the organization listed, select the "Nominate your organization" link.

### Organization Search Criteria

\* indicates required field

Organization Name:  exact phrase

City:

State:

Organization Tax ID or School/District ID:

**Search Results**

If the organization you donated to appears below, click on the "Select" button to complete the matching gift form. If the organization you donated to does not appear:

- Make sure that all words are spelled correctly.
- Try using fewer keywords. For Example, if you're looking for "South Elementary School Parent Teacher Organization", just search for "South School".
- Still can't find your organization? Nominate your organization** for inclusion in our nonprofit database.

Organization Name	Address	Action
FELINE FRIENDS RESCUE ADOPTION LEAGUE	PO BOX 2452 SALEM, NH 03079-1155 United States Tax ID: 020480464 <a href="http://www.cybergrants.com">http://www.cybergrants.com</a>	<input type="button" value="Select"/>

# Nominating an Organization

If the organization cannot be found by searching, you will need to nominate the organization. Enter the required information, including an email address for the contact at the organization. *If the organization meets eligibility requirements, it will be added to the database.*

**Note:** It is the responsibility of the employee to provide accurate information on the organization being nominated.

**Nomination Information**

\* indicates required field

Please supply as much information about the nonprofit organization you would like to nominate. If/when the organization meets eligibility requirements, it will be added to our database, your matching gift information will be submitted and you will be notified via email. Please note it is the responsibility of the employee to provide accurate information on the organization being nominated.

\* **Legal Name** Please enter the name of the organization.

\* **Address** Please enter the organization's address

\* **City** Please enter the organization's city.

\* **State** Please select the organization's state.  
 ▼

\* **Zip Code** Please enter the organization's zip code.

Telephone Please enter the organization's telephone number.

\* **E-mail Address** Please enter the email address of the organization/contact at the organization.

Website Address Please enter the organization's website address.

\* **Contact First Name** Please enter the first name of organization contact.

\* **Contact Last Name** Please enter the last name of organization contact.

\* **Tax ID** Please enter the organization's Tax ID.

\* **Total Gift Amount** Enter the total, tax deductible, gift amount.

\* **Designation** To direct your match to a particular program or department within the organization, enter here. If you want the organization to direct the match to the area of most need, enter "General Support." Please note, gifts cannot be used for personal benefit.

\* **Gift Date** Please enter the date of your gift.  
  
(MM/DD/YYYY)

\* **Gift Payment Method** Select the gift payment method.  
 ▼

Gift Receipt Upload So that we may process your matching gift request quickly, please upload a copy of your online gift receipt you received from the organization. If you do not upload your gift receipt, the processing time for payment to the organization is 3-4 weeks after the organization confirms your gift.



\* **Donor Authorization** Checking "I authorize" authorizes the institution to report this gift and to apply for a Matching Gift under the Freeport-McMoRan Copper & Gold Foundation Matching Gifts Program.  
 I authorize

# Employee Volunteer Fund Form

Enter the volunteer hours information and select "Save and Proceed".

## Note:

- The volunteer date cannot be in the future
- 25-50 unpaid volunteer hours = \$250
- 51+ unpaid volunteer hours = \$500
- Maximum of \$1,000 per employee / per year
- Maximum of \$500 per employee / per organization / per year

*Recipient:		CYBERGRANTS TEST ORGANIZATION 790 TURNPIKE STREET SUITE 300 NORTH ANDOVER, MA 01845-6129 Telephone: 504-582-1780 E-mail Address: erika.smith@cybergrants.com Website Address: <a href="http://www.cyberg.com">http://www.cyberg.com</a>
U.S. Tax ID/EIN: 999999999		
* Hours Volunteered	Please enter the total number of hours volunteered during the calendar year.	<input type="text"/>
* Volunteer Start Date	Please enter the date you started your volunteer hours. (MM/DD/YYYY)	<input type="text"/> 
* Volunteer End Date	Please enter the date you ended your volunteer hours. (MM/DD/YYYY)	<input type="text"/> 
* Description	Please enter a description for your volunteer service.	<input type="text"/>
		<input type="button" value="Save and Proceed"/> <input type="button" value="Return to Home"/>
		<a href="#">Need Support?</a>

# Review EVF Form

Review your information and select "Submit". If you need to make a change, select "Make a Change" and modify your gift information. The "Save Only" button will allow you to modify the gift record on the EVF page.

**Note:**

The "Save Only" button does not submit your gift. You must select "Submit" in order for your request to be sent.

**Review Your Volunteer Information** \* indicates required field

Please review your volunteer information. If you would like to make a change, click 'Make a Change'. If you would like to save your application and return to work on it later, click the 'Save Only' button. Clicking the 'Submit' button will immediately send your request to Freeport-McMoRan Copper & Gold Foundation and you will not be able to perform further editing.

\*Recipient: FELINE FRIENDS RESCUE ADOPTION LEAGUE  
PO BOX 2452  
SALEM, NH 03079-1155  
Telephone: 978-824-0352  
Fax: 978-824-0352  
E-mail Address: erika.smith@cybergrants.com

Website Address: <http://www.cybergrants.com>  
U.S. Tax ID/EIN: 020480464

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**Employee Volunteer Fund Information**

\* Hours Volunteered 25  
\* Volunteer Start Date 09/01/2012  
\* Volunteer End Date 09/06/2012  
\* Description Painted a Shelter

[Need Support?](#)



# Notifying the Organization

After you submit your application, **you must notify the organization that an Employee Volunteer Fund form was submitted.**

You can either print a paper receipt and mail/deliver it to the organization or email the receipt (you must have a valid email address for the organization).

Click the button for the preferred method of notification.

**Volunteer Hours Submission Successful!**

\* indicates required field

Your volunteer hours were successfully submitted to the Freeport-McMoRan Copper & Gold Foundation. Your Gift ID Number is **14088143**. Please reference this Gift ID Number in your correspondence if you have any questions.

**⚠ The Non-Profit Organization will need to confirm your volunteer hours. A contribution WILL NOT be made if the organization does not confirm your volunteer hours. You can notify the organization of your contribution by using the paper option or the e-mail option. *\*\*Please note, if you choose to use the email option and there is not an email address on file for the organization, you will need to contact the organization directly to obtain a valid e-mail address.***

[Paper Receipt for Organization](#)      [Email Receipt for Organization](#)

[Click here to return to the Employee Volunteer Fund Program Page when you are finished.](#)

\*Recipient: FELINE FRIENDS RESCUE ADOPTION LEAGUE  
PO BOX 2452  
SALEM, NH 03079-1155  
Telephone: 978-824-0352  
Fax: 978-824-0352  
E-mail Address: erika.smith@cybergrants.com

Website Address: <http://www.cybergrants.com>  
U.S. Tax ID/EIN: 020480464

**Employee Volunteer Fund Information**

* Hours Volunteered	25
* Volunteer Start Date	09/01/2012
* Volunteer End Date	09/06/2012
* Description	Painted a Shelter

[Need Support?](#)

# Notifying the Organization

**Paper Receipt Option:** Print the entire page and deliver to the organization or school.

**Email Receipt Option:** Enter the recipient's email address, if there is an email address on file for the organization, it will be located in the email message. If there is no email address on file, it is the employee's responsibility to fill in a valid email address.

**Note:** If the organization does not confirm your hours, it will not be matched.

Freeport McMoRan Copper & Gold Foundation Employee Volunteer Fund Program
<p style="text-align: center;"><b>INSTRUCTIONS FOR DONOR:</b> <b>Erika Smith</b></p> <p><u>To complete this transaction:</u></p> <ol style="list-style-type: none"><li>1. Please print this entire page using the print button on your browser's toolbar.</li><li>2. Please deliver this page to the organization or school:</li></ol> <p style="text-align: center;">Feline Friends Rescue Adoption League Po Box 2452 Salem, NH 03079-1155 Volunteer Dates: 09/01/2012 - 09/06/2012 Hours Volunteered: 25 Gift ID: 14088143</p>

E-mail Organization
<p style="text-align: right;">* indicates required field</p> <p>Please include the Reply-To email address (this is your email address) and the Recipient email address (this is the organization's email address) which can be found in the Message below. Please assure that the email address is typed correctly in order for your email to be sent. No record of this email will be kept in the system. If the organization does not verify your gift in a timely manner, please contact the organization directly to follow up.</p> <p>* Your Name: <input type="text" value="Erika Smith"/></p> <p>* Reply-To: <input type="text" value="erika.smith@cybergrants.cc"/></p> <p>* Recipient(s): Use ", " or ";" to separate recipient emails. <input type="text"/></p> <p>* Subject: <input type="text" value="Verify My Gift"/></p> <p>Message: Freeport-McMoRan Copper &amp; Gold Foundation Matching Gift Program</p> <p>Feline Friends Rescue Adoption League Po Box 2452 Salem, NH 03079-1155 Email: <input type="text" value="erika.smith@cybergrants.com"/> Telephone: 978-824-0352 Fax: 978-824-0352</p>

# Checking Balance & History

## EVF Donor Balance:

The Foundation will match employee volunteer hours of 25 or more per organization, up to an annual maximum of \$1,000.

Employee Volunteer Fund Donor Balance	
Employee Volunteer Fund	
Number of Transaction(s):	1
Total Match Amount:	\$250
Balance:	\$750

**EVF Giving History:** Displays detail of registered hours.

- **Create New:** Allows you to create a new Employee Volunteer Fund for the same organization.
- **Description:** Allows you to see the detail of the hours you submitted, including receipt information.
- **Status:** Allows you to see if the gift you registered is awaiting organization confirmation, has been confirmed, approved, declined or paid.

Employee Volunteer Fund Giving History			
Transactions you have registered will appear in this box. To view a transaction detail, click on the hyperlink in the description column.			
Action	Organization	Description	Status
<a href="#">Create New</a>	FELINE FRIENDS RESCUE ADOPTION LEAGUE	<a href="#">25 hours on 09/01/2012 - 09/06/2012</a>	Pending Organization Confirmation

# List of Organizations



## My Organizations

Organizations appearing in this section are organizations to which you have previously donated. To select an organization from "My Organizations", click the button to the left of the organization's name and select "Create Application".

**Select from My Matching Gifts Organizations**

Organization's appearing in this box are organization's who you have given to in the past. To select an organization from "My Organizations", click the radio button next to the name of the organization then click "Create Application".

Select	Organization	Remove
<input type="radio"/>	CYBERGRANTS TEST ORGANIZATION (NORTH ANDOVER, MA)	
<input type="radio"/>	FELINE FRIENDS RESCUE ADOPTION LEAGUE (SALEM, NH)	

**Create Application**



For questions about submitting an  
Employee Volunteer Fund, contact  
[volunteer@fmi.com](mailto:volunteer@fmi.com).